

Fitchburg Municipal Airport
January 21, 2015 –Airport Commission Meeting -18:00 Hours

1. Chairman's Remarks

- Participant Requests
- No Cell Phones during meeting.
- Meeting protocol – Stand, state your name, one conversation at a time, stay on point, face the Commission
- Standardized Policy approval YY-MM-Sequence (i.e. 15-01-xx)

2. Correspondence

- None received

3. Approval of Minutes – December 2014

4. Consultant Report/Gale

- Project Update
FEIR
P1 /P2/P3 Easements

5. Old Business

- Noble Air Update – S.Ellis/D.Noble – Move status, rent agreement
- Hangar 7 / Twin City – S.Ellis – Discuss Building Issues and Timeline for Roof and Interior repair RFP Status
- KFIT – New Admin Building – Update – J.Poznick/S.Ellis
 - Project Review – Floor Plan Changes
 - Finance Committee – Jan 13, 2015 Update
 - Next meeting - City Council - January 20, 2015 Meeting
 - RFP Status OPM/Clerk of the Works
- Hangar Space policy – S.Ellis
- Fuel Contract Update

6. New Business – None submitted

7. Financial and Operations Management Updates – S.Ellis

Monthly Activity

- Open Items from last month
 - Fuel Subsidiary – Documentation not receive - deferred
- FY15 Dec Financial position
- Monthly activity review
 - A/R Rent Review
 - Other aged Items and action plan
 - A/R Fuel review
 - FCA Fuel Aging – Status
 - Other aged Items and action plan
- New Abatements – none submitted

a. Operational Update & Manager's Report

- i. FAA Land Use Audit – Update on open items
- ii. Customer Service – Standards
- iii. MUNIS Transition and Customer Account reconciliation and migration - Progress
- iv. Work Assignments – Who is doing what
- v. SeaSide Aviation Lien Updates
- vi. Airport Projects:
 - 1. Hangar 1 Insulation – Status
 - a. Peg board
 - 2. Overhead Door SRE - Status

8. Closing Remarks

9. Next Meeting – February ____2015 @ 18:00 Hours

10. Executive Session (if required) **YES**

- Topic if Yes:
- 1. To discuss Avigation P1/P2/P3 Easements offers and Status
 - 2. To discuss Aviation Fuel Contract and Negotiations

11. Regular Meeting adjourned at _____

12. Executive Session Started at _____ Adjourned at _____